

## 3652 - Finance and Accounting Internship in an E-commerce company in Alicante

Location:	Alicante, Spain
Languages:	Spanish (Intermediate)
Fields:	Business
Extra benefits:	Salary of 200-300 €.

### Description:

#### Company description:

Our collaborator is an E-commerce company based in Alicante. It is formed by a team of professionals from different sectors offering to their client's information, advice and training on quality products related to urban gardening, organic food and cosmetics, horticulture and much more! They have specialists in web development and online marketing who work every day to offer their customers an excellent online shopping experience. If you are environment-friendly and concerned about leading a life in a sustainable way then this position is definitely for you!

#### Tasks:

Accounting  
Invoicing  
Payment management  
Other position related tasks

#### Requirements:

- Languages: at least an intermediate level of Spanish. Knowledge of another language is consider as plus.  
-Minimum 3 months

#### Benefits:

150 Euros Monthly  
25 hrs/week  
Monday to Friday from 9-14  
Possibility the internship to be for more than 25 hours

## 3650 - Product Internship in an E-commerce company in Alicante

Location:	Alicante, Spain
Languages:	Spanish (Intermediate)
Fields:	Business
Extra benefits:	Salary of 200-300 €.

### Description:

#### Company description:

Our collaborator is an E-commerce company based in Alicante. It is formed by a team of professionals from different sectors offering to their client's information, advice and training on quality products related to urban gardening, organic food and cosmetics, horticulture and much more! They have specialists in web development and online marketing who work every day to offer their customers an excellent online shopping experience. If you are environment-friendly and concerned about leading a life in a sustainable way then this position is definitely for you!

#### Tasks:

Purchasing management  
Catalog management  
Web content  
Other position related tasks

#### Requirements:

- Languages: at least an intermediate level of Spanish. Knowledge of another language is consider as plus.  
-Minimum 3 months

#### Benefits:

150 Euros Monthly  
25 hrs/week  
Monday to Friday from 9-14  
Possibility the internship to be for more than 25 hours

### 3631 - Assistant Director of Operations and Finance internship, in Barcelona, Spain

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Human resources, Communication / Journalism, Economics / Finance, Business
<b>Extra benefits:</b>	Salary of 400-500 €.

**Description:**

Our collaborator is a company, specialised in cultural exchange programs in the United States. They offer positions for students, to do their internship in hotels and restaurants.

**The requested tasks are:**

- Create presentations for meetings
- Assist with international recruitment events
- Prepare all documents necessary for new trainees
- Prepare the Financial Statement (daily and monthly accounting)
- Participate in the organization and follow up of international events
- Welcome new team members and prepare all documents necessary.

**Requirements:**

- Fluent English and strong writing skills
- Spanish and/or French desired
- Excel, Word, basic Photoshop and Acrobat knowledge
- Available 6 to 12 months internships

**Benefit:**

300 € per month

**Location:**

Barcelona

### 3623 - Betatester internship in Madrid

<b>Location:</b>	Madrid, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	IT & Web development
<b>Extra benefits:</b>	Salary of +500 €.

**Description:**

Our collaborator is a start up company, working in the finance and economics field.

As a start up, they are constantly developing all their IT system and tools and they are looking for people to support their departments and help them to grow.

This is a good opportunity for those who like to see fast changing environments as well as get hands dirty and really provide things and make an internship that makes a difference in their company.

**Tasks:**

Beta tester, testing the systems, applications and platforms created.

**Requirements:**

- 6 months required Ideally 10-12 months
- Advanced English
- Basic knowledge of iOS
- Github
- IT Bachelor

**Benefits:**

700 € per month

**Location:**

Madrid

### 3613 - French speaker - Marketing internship in Marbella, Spain

Location:	Marbella, Spain
Languages:	English (Intermediate)
Fields:	Public Relations, Business, Digital marketing
Extra benefits:	Salary of 200-300 €.

#### Description:

Our collaborator is a rapidly growing energy drink brand that reaches over 45 countries all over the globe and sponsors the world's top athletes. This company is looking for interns to join their international and hard-working team in their offices in Marbella, Spain.

#### Marketing and Social Media position

##### Tasks:

- Helping with content creation and support in sponsorships in our key marketing areas: motorsports, sports, music and lifestyle
- Assisting in writing web content, press releases and social media content in multiple countries
- Market research
- Miscellaneous help with event management, product presentations and external communication with third parties

##### Requirements:

- Advanced level of English and French would be needed
- Spanish would be a plus
- Senior level of studies related to marketing, SEO or PR
- Knowledge of social media (specifically YouTube, Instagram, Twitter)
- Ability to plan marketing and PR campaigns
- Interest in F1, music and fashion, as well as experience in video design and YouTube content creation, is considered as a plus

**Internship hours:** Monday- Friday 9.30am - 6.30pm with 1-hour lunch break

**Starting date:** ASAP - Ideally 1 year (minimum stay of 6 months)

**Location:** Marbella

**Benefits:** 350€/month

### 3547 - Customer service, administration and reception in a language school in Seville, Spain

Location:	Sevilla, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Business
Extra benefits:	Salary of 200-300 €.

#### Description:

Our collaborator is one of the main language schools in Seville, Spain. They have offices all over the city, as they are a fast-growing company. They provide English lessons to all kinds of students and ages. They are looking for someone energetic and friendly to join their team.

The ideal candidate for this position has to be interested in the education industry and enjoy spending time with people.

##### Tasks:

- Business administration, supporting the managers and colleagues in their daily duties
- Helping reception with their daily tasks (customer service)
- Promoting and informing about daily/weekly activities
- To provide information to parents about the different courses and options
- Making reservations for courses
- Receiving feedback and complaints
- Other general administration tasks

##### Requirements:

- English B2
- Spanish B2 - fluent
- Enjoys working in an environment with students
- Minimum stay 3 months

**Internship hours:** 30h/week

**Benefits:** 300€ /month

**Location:** Seville

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To apply, please go to <http://apply.spain-internship.com/>. Please write your university and coordinator name when applying.

## 3540 - Reception and Social media Internship in Granada

Location:	Granada , Spain
Languages:	Spanish (Beginner) and English (Intermediate)
Fields:	Business, Hospitality / Tourism, Digital marketing
Extra benefits:	Salary of 100-200 €. Includes accommodation.

### Description:

Our collaborator is a modern and dynamic company renting fancy apartments in the city centre of Granada, one of the most famous destinations for Erasmus students and an amazing city to live in! Their team consists of customer oriented professionals placing high importance to customer satisfaction!

You will have specific learning objectives that will guide you in gaining an invaluable practical experience!

### Tasks:

- Help in the brochure design
- Assist in the elaboration of the interior marketing of the flats ( posters for the establishments, photography etc.)
- Web development (assist the web developer of the company with the translation of the website in different languages, creation of content etc.)
- Responsible for communicating with customers via phone, email, and in person.
- Check in and check out

### Requirements:

- Fluent in English and intermediate Spanish
- Open to work in different shifts Morning - Afternoon - Night, depending on the candidate

### Conditions:

- The internship is paid 100€ a month, share accommodation (in a mix gender room) and breakfast.
- Internet is also provided as well as living expenses as water, electricity, etc.

## 3529 - Multidisciplinary Internship - HR & Support

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Human resources, Business
Extra benefits:	Salary of 200-300 €.

### Description:

Our collaborator is an online operating company in Barcelona. They are offering a platform where people can find apartments all over the world. You will be working with the marketing director of the company and help with the daily activities. They will provide you everything you need to know about marketing on the B2B level (online and offline Marketing).

#### Desired profile

- You show a professional approach and good understanding about the office environment.
- You are not only a good team player, you enjoy being surrounded by international colleagues and love to be part of multicultural company.
- Want to participate in a team where you can learn but also contribute with your ideas!
- Start-up atmosphere with frequent changes is challenging for you.
- You are interested in SaaS solutions companies and e-commerce solutions.
- You like administrative, customer service, marketing and human resources tasks.

#### Tasks

- Attending phone calls and e-mails from clients & visitors.
- Development of the internal knowledge database.
- Support resolving queries, tickets and issues from clients.
- Assistance to the marketing team launching campaigns, correcting articles and doing translations.
- Support for the Talent area helping with recruitment tasks and internal development.
- Daily office management tasks.

#### REQUIREMENTS

- 5 months duration. 35 hours per week
- English language is a must. Another language like Spanish, Italian or French would be a plus

#### Benefits

300 € per month

- Gym discounts.
- Office located in the sunny Barcelona and close to main metro stations.
- We bring the food on Fridays! We also offer you free coffee tea and fruits.
- Possibility to join the company as an employee after the internship period.

**3524 - Graphic design Internship in Barcelona (intermediate Spanish)**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Graphic design
<b>Extra benefits:</b>	Salary of 100-200 €.

**Description:**

Our collaborator is an innovative communication agency which focuses in working with professional football players, handling all their communication, social media and public channels. If you like sports, this is a great opportunity as you will be working directly for top players, helping them with their social media channels. Additionally, you'll be supporting a young and energetic team on a wide range of projects within Digital Marketing.

**Tasks:**

- Supporting the Marketing team with imagery and visuals for print and Social Media channels
- Creation of logos and corporate identities for a wide range of clients
- Additional duties as assign

**Requirements**

Graphic design bachelor or similar studies

English fluent

B1 spanish

Proactive personality, interested in the football environment

Motion graphics and video editing is a bonus

**Stipend:**

100 € per month.

Minimum duration of 3 months

**Internship hours:**

From 9:30 - 18:30 (with one hour break) or from 10 - 19 (with one hour break )

Monday to Friday

**3512 - Social Media Internship in Llinars de Valles, Barcelona**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Communication / Journalism, Advertising, Economics / Finance, Business, Digital marketing
<b>Extra benefits:</b>	Salary of 200-300 €.

**Description:**

Our collaborator is one of the most important E commerce company for pets with a worldwide presence located in Llinars de Valles, Barcelona. Their current goal is to become the most important pet e commerce company in the Southern Europe. They are offering a wide range of product (approximately 70 000) and they own a warehouse of more than 3000m2.

Their team consists of a group of young professionals passionate and enthusiastic for pets and Online Marketing. They are offering an excellent internship atmosphere with new and fully equipped offices of more than 800m2.

**Tasks:**

- Development of marketing, communication and social media campaigns
- Creation, control and management of content. Dialogue, conflict resolution and revitalisation of communities and social networks.
- Monitoring, analysis and reporting of results
- Development and creation of new social media strategies
- Management of monitoring tools and content programming

**Requirements:**

Fluent in Spanish (at least b2) and in English

Minimum duration of 4 months

Proactive, flexible and adaptable in an environment of constant changes.

No experience required

**Remuneration:**

225 euros net per month

**Monday to Friday:** 9 a.m. to 5 p.m.

**Location:** Llinars del Valles, Barcelona

## 3500 - Front Desk and Customer Services in Barcelona

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business, Hospitality / Tourism
<b>Extra benefits:</b>	Includes accommodation. Breakfast and dinner

### Description:

Our colleague is an exclusive hostel, based in Barcelona city center. They are customer oriented which is really important for them as well as customer care and guest relations. The Hostel is equipped with a stylish, modern and vintage rooms for all travellers. It's a hostel full of life where style and glamour combine with a fresh, fun and crazy twist!

#### Tasks:

- Check in and check out.
- Collect payments.
- Social media and visual communication management.
- Keep updated the Social Media platforms (taking pictures and adding to the platform)
- Welcoming guests and giving general information about the city.
- Giving guests all information about Hostel regulations, explaining Hostel facilities to arriving guests
- Promoting and informing the guests about daily/weekly activities.
- Helping to develop hostel events.
- Receiving feedback and complaints
- Administration tasks: booking, reservations, emails, calls, etc.

#### Requirements:

- English good level.
- Other language is a plus
- Open-minded, social and respectful.
- Minimum of 3 months

#### Benefits:

- Accommodation.
- Half board (breakfast and dinner)

## 3499 - Customer Support Internship in Llinars de Valles, Spain

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Advanced)
<b>Fields:</b>	Languages, Business
<b>Extra benefits:</b>	Salary of 200-300 €.

### Description:

Our collaborator is one of the most important E-commerce company for pets with a worldwide presence located in Llinars de Valles, Barcelona. Their current goal is to become the most important pet e-commerce company in Southern Europe. They are offering a wide range of product (approximately 70 000) and they own a warehouse of more than 3000m2.

Their team consists of a group of young professionals passionate and enthusiastic for pets. There are looking for a student to support their Customer Support department. This department provides worldwide service, in 8 different languages, through a multicultural team of 10 people.

#### Tasks:

- Customer service through chat, mail, and ticketing system.
- Management of customer orders (information, tracking, cancellations)
- Troubleshooting
- Returns and credits
- Commercial assistance to e-commerce clients

#### Requirements:

- High level of Spanish
- Any knowledge of the following languages is considered as a plus: Italian, English, Portuguese and French
- A motivation for Customer Support
- They value initiative, commitment, and availability.

#### Remuneration:

225 euros net per month

Monday to Friday: 9 a.m. to 5 p.m.

Location: Llinars del Valles, Barcelona

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### 3486 - Paid Customer service, administration and assistant in a leisure organization in Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Advanced) and English (Intermediate)
Fields:	Business, Hospitality / Tourism
Extra benefits:	Salary of 200-300 €.

#### Description:

Our collaborator is one of the largest escape room in Barcelona, which already has 8 different room opened to the public. They are looking for operators, who can lead those games and work with customers.

"Escape rooms" is a new concept of leisure which is getting more and more popular in Barcelona. Their games are very technological and well decorated. They have a wide range of thematic rooms, starting from Middle Age finishing to Future Spaceship.

Their main goal is to make people feel like being in a real story by making them main characters of their own "movie". This combination ensures that players will live an unforgettable adventure, and our task is to maximize this experience.

#### Main tasks:

- Receive the teams of players and explain the basic rules of the games
- Begin with an immersive introduction of the game via the interpretation a character
- Monitor and help players whilst they play in the room
- Charge customers
- Offer promotions for other games
- Management of bookings
- Customer service

#### Requirements:

- 40h / weekly
- Saturday and Sunday internship
- 2 free days during the week
- Minimum duration - 4 months
- Spanish - high / native level, English - medium / high level.
- Be confident with interacting with different people and putting on different voices whilst interpreting a character.

#### Benefits

- 200 euros / month
- Dynamic work in the center of Barcelona
- The opportunity to meet local people
- Learning from a sector that is growing

### 3483 - Content Creator Internship in Girona, Spain

Location:	Girona, Spain
Languages:	English (Intermediate)
Fields:	Copywriting, Languages, Business
Extra benefits:	Salary of 200-300 €.

#### Description:

#### Company description:

Our collaborator is an international online retailer specialized in selling sports equipment. This fast growing company is present in 220 countries across the globe and has been in the business for over 17 years. They are now searching for customer service and product assistant interns to join their international and innovative office in Girona, Spain.

#### Tasks:

- Update product prices on the website
- Update product descriptions
- Update images of the products on the website

#### Requirements:

- Good level of English
- Spanish would be a plus
- Minimum 3 months of internship

#### Remuneration:

300€/month, full time internship

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## 3479 - Marketing "Prospect" Internship in Llinars de Valles, Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Communication / Journalism, Advertising, Economics / Finance, Business, Digital marketing
Extra benefits:	Salary of 200-300 €.

### Description:

Our collaborator is one of the most important E commerce company for pets with a worldwide presence located in Llinars de Valles, Barcelona. Their current goal is to become the most important pet e commerce company in the Southern Europe. They are offering a wide range of product (approximately 70 000) and they own a warehouse of more than 3000m2.

Their team consists of a group of young professionals passionate and enthusiastic for pets and Online Marketing. They are offering an excellent internship atmosphere with new and fully equipped offices of more than 800m2.

### Tasks:

- Search for new potential business products
- Contact with new suppliers
- Include new products in their catalog.
- Competitors analysis

### Requirements:

Fluent in Spanish (at least b1) and in English  
Minimum duration of 3 months  
Proactive, flexible and adaptable in an environment of constant changes.  
No experience required

### Remuneration:

225 euros net per month  
Starting ASAP

**Monday to Friday:** 9 a.m. to 5 p.m.

**Location:** Llinars del Valles, Barcelona

## 3473 - English Sales & Content marketing internship in Barcelona

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Human resources, Business
Extra benefits:	Salary of 200-300 €.

### Description:

Our collaborator is a start-up, based in Barcelona, which revolutionizes website creation for independents hotel owners, hostels or vacation rental. The company was founded by three partners and is directed by an Alumni from the Hospitality school of Lausanne, Switzerland.

Their platform helps hotel owners to :

- Develop an attractive and ultra-intuitive website without any computer skills
- Increase their visibility
- Manage their rooms, their prices and availability and obtain direct reservation through an optimized reservation platform

### Tasks:

- Collaborate with the commercial manager everyday
- Contact hotels organizations and arrange meetings
- Establish partnerships with hotels consultants
- Contact hotels to offer them our software
- Create content for the blog to guide hotel owners in their strategy.

### Requirementent :

- Fluent in English or French
- Relational ease , confident with phone calls and meetings
- Good writing skills
- Skills for social networks management (including Facebook, twitter and linkedin)
- Minimum 5 months

### Benefits:

300€/monthly

## 3410 - Content Management internship in Barcelona, Spain

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Design, Graphic design, Audiovisual, Arts
<b>Extra benefits:</b>	Salary of +500 €.

### Description:

Our collaborator is an e-commerce company growing to become an international marketplace for the best personalized t-shirts and on-demand printing products. With 700,000 original designs related to TV-Series, Movies, Video games and Pop-Culture along with high quality artwork, a key objective for the company is to improve their market strength in international markets.

They are currently looking for motivated individuals to form part of their content team! The content team takes advantage of the hundreds of thousands of designs uploaded to their platform in order to create a unique experience for the users!

### Tasks:

- Review designs uploaded by users following a series of predefined guidelines
- Highlight and thematize the designs
- Create and manage collections.
- Identify and group high-quality content that is relevant for thematic, intentional or occasional collections.
- Create new articles using the best designs.

### Requirements:

- Good level of English
- Spanish is consider as a plus
- Creative and artistic
- Proactive and organized
- With attention to detail
- Ability to work independently
- With logical thinking and capable of following pre-defined criteria
- Minimum of 5 months

### Benefits:

Between 500-700 euros depending on the experience.

40 hours per week

Position available from November

### Location:

Badalona, Barcelona

### 3387 - Paid Marketing and front office internship in Milan, Italy

<b>Location:</b>	Milan, Italy
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Business, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 200-300 €.

**Description:**

Our collaborator is an entertainment company located close to Milan exactly in Cislago (VA). They are opening new places all over Europe. Guests from all over the world come and realize their own ideas. If you are looking for a new a different experience joins their talented and enthusiastic team. Apply now for this international project and become a new team member of this amazing project.

**Tasks:**

- Guide them through the Rooms
- Welcoming guests
- Booking Assistant
- Social Media
- Organize marketing activities

**Requirements:**

- Passionate about what they do
- Friendly and enthusiastic
- Fluent English
- A basic of Italian or any other language would be a plus
- Curricular internship

**Internship hours:**

Full-time position with 40 hours a week

**Benefits:**

Salary of 200€ /month

**Location:**

Cislago (VA) Milan Italy

### 3329 - Customer service and sales internship in Barcelona

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Advanced) and English (Intermediate)
<b>Fields:</b>	Economics / Finance, Business
<b>Extra benefits:</b>	Salary of 200-300 €.

**Description:**

Our collaborator is a company that already runs a fleet of more than a 1.000 scooters in Spain's most touristic cities. The company rents scooters on a short and long term basis; basically to everyone who wants to experience the city from a different perspective, beyond the one of a normal tourist. Offices in Barcelona, Ibiza, Formentera and many more cities. You will be involved in numerous of activities in an international and dynamic environment, in the city center of Barcelona!

**Tasks:**

- Customer service and public relations
- Booking management
- Sales (distributing brochures and attracting clients).
- Answer emails and telephone assistance
- Renting contracts management.
- Use the ESR of the company.
- Tourist information.
- Colaboration with others department and partners
- Showing how the service works.

**Requirements:**

- English and Spanish fluent
- Other languages would be a plus
- Drive license
- Minimum 5 months

**Benefits:**

400€ per month

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### 3301 - Social media & communication position in Madrid, Spain in a Weddings organization company

Location:	Madrid, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Communication / Journalism, Events, Business, Digital marketing

#### Description:

##### Company description:

Our collaborator is an events and wedding planner which helps couples to prepare on of the best days of their life. They offer photography, events management and other services to both national and international customers. They are looking for communication or marketing student to join their team in the capital of Spain.

##### Communication:

##### Tasks:

- Contribute to the product improvement process
- Pushing in their blog and online magazine and offline communication in order to maintain and increase the number of customers
- Editor at the company magazine: Write, edit, publish content
- Independently planning feature topics most interesting to our international readership
- Social Media management
- Administrative tasks and translations
- Content management: writing articles on the company magazine (mainly in connection with collaborations in place)

##### Requirements:

- Studying BA/ BS degree in Communication/ Marketing/ Online Marketing or related field.
- Advance level of english and good Spanish

##### Working hours:

35 hours per week, minimum 3 months internship

##### Remuneration:

This position does not offer monetary compensation.

### 3091 - Language school administration and teaching assistant in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Business, Education / teaching, Hospitality / Tourism
Extra benefits:	Salary of 200-300 €.

#### Description:

Our collaborator is one of the biggest language school chains in Spain. They have offices all over the country, as they are fast growing company, with multiple franchises. They provide English lessons to children with an age range of 1 to 18 years old. They are looking for someone energetic and friendly to join their team. The ideal candidate for this position has to be interested in the education industry and enjoys spending time with children.

##### Tasks:

- Business administration, supporting the managers and colleagues in their daily duties
- Helping reception with their daily tasks (customers services)
- Promoting and informing about daily/weekly activities
- To provide information to parents about the different courses and options
- Helping other departments upon request: taking care of children and assisting teacher
- Provide support to children during classes
- Making reservations of courses
- Receiving feedback and complaints
- Other general administration tasks

##### Requirements:

- English C1
- Spanish B2
- Enjoys working with an environment with children
- Minimum stay 5 months

##### Benefits

200€ /month (before taxes)

##### Location:

Barcelona

## 2822 - Sales Assistant in a 5\* Hotel in the city centre of Seville

<b>Location:</b>	Sevilla, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Languages, Business, Hospitality / Tourism
<b>Extra benefits:</b>	Includes accommodation.

### Description:

Our collaborator is a well-known design hotel in the centre of the capital of Andalusia being a reference in the whole country for its design, location and concept. The hotel is located in the historical Centre of Seville in front of the Cathedral and a couple of minutes away from the shopping streets.

The hotel is exclusive, having only 60 rooms of 5 different types. Every room is fully equipped and created with a difference concept. The location is an amazing complex consisting of 7 restaurants, cocktail bars, wellness spa, outdoor swimming pool and a great big terrace

With this internship you will develop skills such as organization, responsibility and commercial skills. You will be immersed in a multilingual environment so you will be able to learn and practice languages.

### Tasks:

- Reception and management of calls for processing reservations in English and French
- Management of reservations, cancellations and modifications
- Availability control
- Manage budgets requested by clients
- Tracking of quotes
- Promote sales in accommodation and meet sales growth
- Coordination and monitoring of internal events that take place in the hotel
- Monitoring customer satisfaction and loyalty

### Requirements:

Fluent in English, intermediate Spanish and some knowledge of French.

### Benefits:

- Shared Accommodation
  - Meals
  - Locker
  - Training day
- Minimum 3 months

## 820 - Language school administration and teaching assistant in Barcelona, Spain

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Advanced) and English (Advanced)
<b>Fields:</b>	Business, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 200-300 €.

### Description:

Our collaborator is one of the biggest language school chains in Spain. They have offices all over the country, as they are fast growing company, with multiple franchises. They provide English lessons to children with an age range of 1 to 18 years old. They are looking for someone energetic and friendly to join their team. The ideal candidate for this position has to be interested in the education industry and enjoys spending time with children.

### Tasks:

- Business administration, supporting the managers and colleagues in their daily duties
- Helping reception with their daily tasks (customers services)
- Promoting and informing about daily/weekly activities
- To provide information to parents about the different courses and options
- Helping other departments upon request: taking care of children and assisting teacher
- Provide support to children during classes
- Making reservations of courses
- Receiving feedback and complaints
- Other general administration tasks

### Requirements:

- Fluent in English and Spanish
- Enjoys working with an environment with children
- Minimum stay 5 months

### Benefits:

200€ /month (before taxes)

### Location:

Barcelona

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**703 - Customer service, Reservation assistant and Marketing internship in Granada, Spain**

Location:	Granada , Spain
Languages:	English (Intermediate)
Fields:	Business

**Description:**

Our collaborator provide a spectacular service to students and young professionals looking for accommodation in Granada. They have a young and international team which helps them grow further. If you would like to work in an international successful environment where you can develop your skills, then this is the right internship for you.

**Tasks:**

- Updating the rooms in the companies´ website
- Blogging and Social Media management and maintenance
- Online marketing management and maintaining Traffic driving in Facebook
- New bookings management, check arrival details, deposit appropriate amount payment ( Reservation Form )
- Checking and updating all the customers information after their arrival
- Customer management
- Receiving of monthly rents.
- Management and maintenance of online platforms.
- Mailing with customers
- Sending and providing all kind of information about available accommodation, location, city, university.
- Introducing new bookings to the companies´ Management System
- Check in and check out

**Requirements:**

- Studies related to the vacancies
- Good Level of English

**Benefits:**

Unpaid position

**2928 - Paid 350€/month - IT internship in Marbella**

Location:	Marbella, Spain
Languages:	English (Advanced)
Fields:	IT & Web development
Extra benefits:	Salary of 400-500 €.

**Description:**

Our collaborator a rapidly growing energy drink brand that reaches over 45 countries all over the globe and sponsors the world's top athletes. The company is looking for creative, outgoing individuals to join their dynamic and hardworking team to join their international and hard-working team in their offices in Marbella, Spain. This IT position will be split equally between the energy drink brand and car race and motorsport news website delivering English language news to every corner of the world.

**Tasks:**

- Web Programming
- Answering technical queries and assisting users on iOS and OSX
- Network Maintenance
- Maintenance of Wordpress based site
- Implementing fixes and changes to site
- Responsive web design

**Requirements and professional skills:**

- Web Administrator knowledge
- Senior Student
- Wordpress development experience
- DoubleClick for Publishers and Ad Tech knowledge
- Experience in installing WordPress plugins and customising their code
- Computer operator - Apple Macintosh
- WEB PROGRAMMING skill in HTML, CSS, PHP, Javascript / jQuery, BOOTSTRAP, SQL
- Photoshop (basic)
- English is a must, Spanish is a plus
- Minimum 6 months

**Internship hours:**

Monday- Friday 9.30am - 6.30pm with 1 hour lunch breaktion:

**Location:**

Marbella

**Benefits:**

350€/month

**559 - 200€ Paid front desk and marketing internship position in Barcelona, Spain**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Beginner) and English (Intermediate)
<b>Fields:</b>	Business, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 200-300 €.

**Description:**

Our collaborator is owner of physical adventure game in which participants needs to solve series of puzzles, find clues and solve the problem within a set time limit. It is a fast growing company that has new places all over the world. With a new, talented and enthusiastic team they offer a cool experience, guests from around the world and a chance to realize their own ideas.

**Tasks:**

- Welcoming guests
- Guide them through the Rooms
- Social Media
- Organize marketing activities
- Booking assistant

**Requirements:**

- Friendly and enthusiastic
- Passionate about what they do
- Fluent English
- Spanish is a plus
- Any additional European language is a plus
- minumum duration 4 months

**Internship hours:**

Shifts starting from 9:30 or 15:30

**Benefits:**

200€ /month

**314 - Media/Photography of products internship in Girona**

<b>Location:</b>	Girona, Spain
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Design, Film studies, Graphic design, Arts
<b>Extra benefits:</b>	Salary of 200-300 €. lunch

**Description:****Company description:**

Our collaborator is an international online retailer specialized in selling sports equipment. This fast growing company is present in 220 countries across the globe and has been in the business for over 17 years. They are now searching for customer service and product assistant interns to join their international and innovative office in Girona, Spain.

**Media/Photography of products internship:**

- 360° Pictures of products for the website
- 360° videos of products
- Editing of photographs and videos
- Upload photos and videos on the website of the company

**Requirements:**

- Good level of English
- Spanish is a plus
- Knowledge of photography and Photoshop

**Location:** Girona

**Remuneration:** 300€/month+ lunch

Minimum duration of 4 months